

DEPARTMENT: Town Manager

JOB TITLE: Administrative Support Coordinator

SALARY: \$65,000 - \$85,000

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driving record check, alcohol and controlled substance test, and polygraph examination. Town Manager appoints.

WORK SCHEDULE: Assigned to a forty (40) hour workweek including irregular hours required to attend meetings and hearings.

JOB SUMMARY / SUPERVISION: Provides highly responsible and complex administrative assistance to the Town Manager in a variety of administrative program areas, including the development and coordination of Town functions and programs, and assists with other general administrative responsibilities.

Work involves grant management; interact with employees, elected and appointed officials, federal and state agencies, and citizens. Duties require working with all levels of Town personnel and the ability to analyze information and develop reports on a variety of municipal issues and challenges; and explain Town policies and procedures.

Duties include risk management, resolving citizen concerns, and advising the Town Manager on special project needs, the preparation and presentation of special projects for the consideration of the Town Council, and the implementation of approved projects. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation on the basis of results obtained.

ACCOUNTABILITY: The position has no supervisory responsibilities, and reports directly to and is accountable to the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Assists the Town Manager with the collection and review of information, and development and completion of reports and projects.

Application and interpretation of laws, regulations, policies and management practices.

Liaise with Department Heads and their designees to accomplish Department goals within budget directives.

Identifies, applies for and manages available federal and state grants for projects and purposes in keeping with the Town's goals, objectives and Master Plan; assists other departments in finding grant resources and in developing and preparing grant requests, and ensures all grant applications are complete and accurate.

Acts as a liaison between the Town Manager's office and various Boards, Commissions, and Committees, including but not limited to the Trustees of Trust Funds and the Utilities Committee.

Provides coordination and oversight of maintenance and improvements for Town buildings.

Assist Departments with review and issuance of Requests for Proposals and other bidding procedures as set forth

in the Town's Purchasing Policy.

Manages Town's inventory of non-conservation lands, including but not limited to, environmentally-challenged properties.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

May periodically attend departmental staff meetings to update staff on status of projects and to receive input from Departmental Heads.

Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Bachelor's degree in Business or Public Administration and 1 to 3 years of responsible administrative work in a municipal environment; or any equivalent combination of training and experience.

CERTIFICATION/LICENSE REQUIREMENTS: Position requires a valid driver's license from state of residence.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS:

Technical Knowledge:

Ability to work in a fast-paced environment; ability to handle multiple projects simultaneously

Listen and communicate effectively

Knowledge of the principals and practices of municipal government, management and supervision

Must have the ability to analyze issues, facts and situations and solve problems using reason and logic

Research practices, business English and report writing

Knowledge of computer operations and website maintenance

Records and time management

Knowledge of construction management and building systems

Establish and maintain effective working relationships with employees, other agencies, and the public

Must be able to maintain confidentiality

Language Ability and Interpersonal Communications:

Ability to deal effectively with all levels of Town employees and managers to discuss grants, special projects and other municipal issues.

Ability to analyze problems and challenges, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to prepare and write research reports, memoranda, letters, job descriptions, policies and other personnel-related documents.

Ability to prepare, read, and follows oral and written instructions.

Environmental Adaptability:

Work is performed mainly in an office environment, and may require travel throughout the community.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

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APPLICATION PROCESS: Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

Application Deadline: June 21, 2023 @ 5:00 PM

Equal Opportunity Employer

Physical Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Rarely Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Rarely Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torquing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required to communicate orally with others
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Occasionally Required
Bending:	Occasionally Required
Crawling:	Not Required
Squatting:	Rarely Required
Kneeling:	Rarely Required
Crouching:	Rarely Required
Climbing:	Not Required
Balancing:	Rarely Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	

Sloped Surfaces
Snow or icy surfaces
Grass/Pavement
Vehicle Interiors

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	6	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Telephone, postage meter, stapler, calculator, pen and pencil, computer hardware and software, typewriter, photocopier, fax machine and other related office equipment.

Environment: Inside 90% Outside 10% (Percentage spent daily)